

## **Lara Museum & Historical Centre - Conditions of Hire**

The court yard & gardens can be hired for Special Occasions including weddings, naming ceremonies, wedding & special occasion photography.

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### **Tentative Bookings**

To book your event you need to telephone either Les Kelly 0418 524 010 or Ian Board 0417 568 745 to ensure your chosen date & time are available for booking.

When a tentative booking is made, you will receive a letter or email including an invoice. You will have 10 days from the date of this letter or email to pay the fee & bond.

If payment is not paid within 10 days the tentative booking may lapse.

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### **Confirmed Bookings**

When we receive your payment a confirmation letter & receipt will be sent to you within two weeks.

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### **Ceremony Bookings**

The site will be available to you for two hours.

Your entire function including set up & pack up must take place within the two hours allocated.

Bookings for weddings, naming, and commitment ceremony may also use the site for photography during the two hours allocated at no additional cost.

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### **Photography**

Special Occasional photography bookings are permitted for one hour only.

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### **Guests**

Maximum number of guests 80

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## **Parking**

Limited parking in Museum car park.

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## **Music & P A Systems**

Reasonable volume levels must be maintained at all times.

This is a residential area & local residents must not be disturbed.

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## **Temporary Structures**

Not permitted

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## **Cleaning & Litter**

All litter generated by your booking is to be removed at the conclusion of your booking.

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## **Receptions & Self-catered Functions**

Not permitted

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## **Smoking & Alcohol**

Not permitted within the site or car park

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## **Confetti: Not to be used**

Bubbles only.

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## **Decorations**

Nothing to be fixed or attached to buildings, walls, posts, fences, gates or anything else at the Museum.

This includes “blu-tack”, tape, etc.

## **Fees**

Weddings, Naming & Commitment Ceremonies two hours maximum: \$150.00

Photography one hour maximum: \$50.00

All bookings incur a \$50.00 refundable bond.

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## **Cancellations**

Only the bond will be refunded on cancellations.

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Twenty chairs are available for use.

A white table and two chairs are available for use for the signing of register.

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### **AGREEMENT: Please detach & return to PO Box 384 LARA VIC 3212**

I/we agree to the attached terms and conditions of hire of the Lara Museum courtyard and gardens.

Date of event:.....

Signed:.....Date:.....

Print name:.....

Address:.....